NOTICE: This publication is available digitally on the HQ AFMC WWW site at: http://afmc.wpafb.af.mil. If you lack access, contact your Publishing Distribution Office (PDO).

This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. This supplement contains guidance and procedures for management of small computer software within AFMC. Procedures and guidance for the management of software controlled by AFMC are the responsibility of central design activities (CDA). The AFMC CDAs are the Materiel Systems Group (MSG), Standard Systems Group (SSG), and the 38th Engineering and Installation Wing (38 EIW). The CDAs will forward a copy of any such guidance to HQ AFMC/SCDP, 4225 Logistics Avenue, Suite 6, Wright-Patterson AFB OH 45433-5745. Local supplements can add to but not take away from the AFI and major command supplements.

AFI 33-114, 30 June 1994, is supplemented as follows:

SUMMARY OF REVISIONS

This publication is made necessary due to the addition of the Data System Designators (DSDs) process at paragraph 5.2.4.

3.9.5. (Added) Guidance For the Use of Small Computer and Network Computer Server Soft-ware. Supervisors, or their designated representatives, will ensure that the following requirements are made known to all personnel and periodic audits are conducted to verify compliance with this guidance. This guidance should be disseminated by organizations (unit/2-letter) to all users of small computers.

3.9.5.1. (Added) Install only commercial software, including shareware, that has been purchased through the government procurement process and which has been properly licensed on AFMC small computer systems.

3.9.5.2. (Added) Follow all provisions of the licensing agreements issued with the software as modified by the Federal Acquisition regulations extracted in the procurement contract.

3.9.5.3. (Added) Register organizational ownership of commercial software.

3.9.5.4. (Added) Do not make illegal copies of copyrighted software. In other words, only make the number of copies stipulated in the applicable licensing agreement. If the license is for multiple users, do not exceed the authorized number of copies/users at any given time.

3.9.5.5. (Added) The supervisor or designated representative will:

3.9.5.5.1. (Added) Maintain records of installed software on each system.

3.9.5.5.2. (Added) Maintain an inventory of all software (whether it is installed or not).

3.9.5.5.3. (Added) Ensure that a license or other proof of legal use is available.

3.9.5.6. (Added) Store evidence of license in a secure location, i.e., closed file cabinet, etc.

3.9.5.7. (Added) Dispose of old versions of software when upgrades are purchased as stipulated in the applicable licensing agreement. Upgrades from the original software vendor are normally considered a continuation of the original license, not an additional license.

3.9.5.8. (Added) Do not install copies of software for installation on an individual's home computer unless the licensing agreement permits users to do so. When software is installed on an individual's home computer system, use it only for government business. Personal utilization is normally a violation of the copyright law, and the individual will be held accountable and liable.

3.9.5.9. (Added) The supervisor or the designated representative will audit the inventory of all software, annually, to ensure that no illegal copies of commercial or shareware software are installed or on hand. If there is evidence of criminal misconduct on a government small computer or network computer server, the supervisor should contact the Staff Judge Advocate's office for advice before taking any action. It is the responsibility of the organizational commander (2-letter) to establish procedures for the inspection of small computers and servers within the organization.

3.9.5.10. (Added) When systems are declared surplus, delete all data files and software other than the operating system software. Delete the operating system software if it is not declared surplus with the computer system. Ensure approved overwrite procedures are followed.

3.9.5.11. (Added) Do not install personally-owned software on government small computers and server systems unless authorized by the two-letter organizations, and the following guidance is followed:

3.9.5.11.1. (Added) Request for Use. The individual wanting to use the software must justify, in writing, why the existing Air Force-owned software does not meet the need, and why the personally-owned software will satisfy the requirements; the time the software will be needed; and the name, version and serial number of the software. A copy of the software license and copyright agreement is to be attached to the requesting letter as well as the conversion plan outlined in 3.9.5.11.5.

3.9.5.11.2. Validation and Approval. Submit the letter to the requester's three letter organization for validation of the entire package (the request, reasons for the request, conversion plan, etc.). When validated by the three-letter organization, submit the package to the two-letter organization for approval. Anytime there is a change in personnel at the two-letter level, the new two letter must approve the package. If the two letter deems it appropriate to delegate this responsibility, this delegation is to be covered in an internal agreement. The same process, as detailed above, must be followed. Ensure local designated approval authority requirements are met for additional software.

3.9.5.11.3. Virus Check. All personally-owned software must be virus checked prior to installation on a government small computer. The requiring organization has authorization to virus check this software

with an approved virus check program according to Air Force Systems Security Memorandum 5023, Viruses and Other Forms of Malicious Logic, dated 1 August 1996. Contact the base C4 systems security office for assistance.

3.9.5.11.4. Copyright/License Agreement Compliance. The individual requesting to use personally-owned software assumes all responsibility for complying with the software license and copyright laws. There will be no compensation for the government's use of personally-owned software.

3.9.5.11.5. Conversion Plan. The requester must prepare a conversion plan showing how the files they create with their personally-owned software can be converted for use with a comparable government software package.

3.9.5.11.6. Software Developed by Government Employees. Software that is developed by government employees and does not require a license, i.e., Air Force Institute of Technology, is authorized for use applying the same approval process identified in 3.9.11.2. Proof that the software was government-developed is to remain with the computer on which it resides. The software is to be virus checked according to 3.9.11.3.

3.9.5.11.7. Ownership. All files created with the personally-owned software are the property of the government. This software is to be used with unclassified data only.

3.9.5.11.8. Unauthorized Use of Personally-Owned Software. The personally-owned software will not be installed on a file server, local area network, or an office automation network. Any damages incurred as a result of the use of this type of software will be the responsibility of the individual.

3.9.5.11.9. Other. The using individual must keep the original documentation, original disks, a copy of the software license agreement, to include multi-user license agreements, and copyright agreement with the government small computer and server while the software resides on the system. A disk with a copy of the program and whatever documentation is available is acceptable for freeware and shareware.

5.2.4. (Added)

- Data System Designator (DSD) action requests for AFMC are made through HQ AFMC/SCWD utilizing AF Form 1375**, Data Systems Authorization Directory (DSAD) Request**. RCS: HAF-SCX(AR)8501 applies. Samples for requesting, updating and deleting DSDs using the AF Form 1375 are contained in attachments 1 through 3.

Attachment 4

REQUESTING A DATA SYSTEM DESIGNATOR

Attachment 4 Table A4.1.

SECTION BLOCK	ITEM	ACTION TO BE TAKEN
	DATE PREPARED	Enter date form was prepared
	TO	AFMC CSO/SCMD 4225 Logistics Ave., Ste 18 Wright-Patterson AFB, OH 45433-5757
	FROM	Enter office symbol and address of POC who signs form in section III as POC.
SECTION I	ACTION REQUESTED	
1	ESTABLISH DESCRIPTION	Place an "X" in this block if establishing a new DSD description.
4	INITIAL ASSIGNMENT	Place an "X" in the DSD block.
SECTION II	DESCRIPTION	
5	DATA SYSTEM DESIGNATOR (DSD)	If requesting a specific DSD number, the word "requested" must be in parentheses after the DSD number.
7	TITLE	Enter the title of the system. Do not include slashes, dashes, or parentheses between words. Do not include acronyms.
7a	ACRONYM	Should be unique.
7c	CRITICALITY	Enter criticality code (group number) of data and application. See note below.

8	ADPE	Enter type of equipment the system is to be processed on.
9	TYPE AUTOMATED DATA SYSTEM	1. Check "Air Force Standard" block if system is used by two or more MAJCOMs. 2. Check "Command Unique" block if system is used by two or more bases within a MAJCOM (nonstandard system) 3. Check "Base Unique" block if system is used by only one base. 4. Check "WWMCCS Standard" block if system is designated as such. 5. Check "Multi-Service" block if system is used by more then one DoD agency. 6. Check "Other" block if system is not one of the five types, and provide brief explanation.
10	RESPONSIBLE OFFICES	
10c	ADS MANAGER	Enter the functional OPR's name, office symbol, and phone number. Have functional OPR sign.
10d	DEVELOPMENT CENTER	Enter development center's name, office symbol, and telephone number.
11	OTHER INTERFACING SYSTEMS	List sequentially, all the DSDs for systems that will provide or receive data from this system.
12	DOCUMENTATION REFERENCES	

12a	COMPUTER OPERATIONS MANUAL	Enter the manual number for the system. This can be an Air Force manual, office instruction, or vendor supplied documentation. If a number has not been assigned, enter a subject series.
12b	USERS MANUAL	Enter the users manual number for the system. If a number has not been assigned, enter the subject series.
12c	IMPLEMENTATION DATE	Enter actual or anticipated date of implementation.
	TOTAL	Enter total of estimated and actual costs.
17	AUTHORIZING DIRECTIVE	Enter the document and date which approved the requirement for this system and enter the applicable directives (CSRD, PMD, PAD, etc.).
18	FUNCTIONAL DESCRIPTION	Enter a summary description of the function which has been automated. This description will not include how the function was automated. It will be from a functional user's viewpoint and not contain the workings of the system in data automation terminology. Do not include the information which has been provided in any item above.
19	RESEARCH RESULTS	Enter the DSAD or software directories which were reviewed in search of a similar system to fulfill the requirement (CDRS, CSAD, DIST, etc..).

	CONCURRENCES	
	CONCUR/NONCONCUR	Check "Concur" or "Non-concur" as appropriate.
	POINT OF CONTACT	Type name, grade, organization, office symbol, and telephone number of the system's functional OPR or POC. Functional OPR/POC signs.
	STANDARD MANAGER	Leave blank.

NOTE:

CRITICALITY CODES (AFMAN 10-401, dated 28 Oct 1994)

Group 1--Mission Critical. The lost of these critical functions would cause immediate stoppage of direct mission support of wartime operations.

Group 2--Mission Essential. The loss of these areas would reduce operation capability because of loss of equipment or parts. If not corrected, degradation eventually causes loss of mission capability.

Group 3--Mission Impaired. The loss of these functions would not have an immediate effect on direct mission support of wartime operations.

Group 4--Nonmission Essential. The loss of these functions would have no effect on mission operations.

Group 5--Unassessable. Effect on the mission cannot be judged and falls into other groups when additional information becomes available.

Attachment 5

UPDATING A DATA SYSTEM DESIGNATOR

Attachment 5 Table A5.1.

SECTION BLOCK	ITEM	ACTION TO BE TAKEN
	DATE PREPARED	Enter date form was prepared
	TO	AFMC CSO/SCMD 4225 Logistics Ave., Ste 18 Wright-Patterson AFB, OH 45433-5757
	FROM	Enter office symbol and address of POC who signs form in section III as POC
SECTION I	ACTION REQUESTED	
2	UPDATE DESCRIPTION	Place an "X" in this block if updating portions of a previously established DSD description. Enter the updated information on the request form for items that have been changed.
SECTION II	DESCRIPTION	
5	DATA SYSTEM DESIGNATOR (DSD)	Enter DSD number.
7	TITLE	Enter the title of the system. Do not include slashes, dashes, or parentheses between words. Do not include acronyms.
7a	ACRONYM	Should be unique.
10	RESPONSIBLE OFFICES	
10c	ADS MANAGER	Enter the functional OPR's name, office symbol, and phone number. Have functional OPR sign.
SECTION III	CONCURRENCES	
	CONCUR/NONCONCUR	Check "Concur" or "Nonconcur" as appropriate.
	POINT OF CONTACT	Type name, grade, organization, office symbol, and telephone number of the system's functional OPR or POC. Functional OPR/POC signs.

| | STANDARD MANAGER | Leave blank |

Attachment 6

DELETING A DATA SYSTEM DESIGNATOR

Attachment 6 Table A6.1.

	DATE PREPARED	Enter date form was prepared
	TO	AFMC CSO/SCMD 4225 Logistics Ave., Ste 18 Wright-Patterson AFB, OH 45433-5757
	FROM	Enter office symbol and address of POC who signs form in section III as POC
SECTION I	ACTION REQUESTED	
3	DELETE DESCRIPTION	Place an "X" in this block if deleting a DSD description.
SECTION II	DESCRIPTION	
5	DATA SYSTEM DESIGNATOR (DSD)	Enter DSD number.
7	TITLE	Enter the title of the system. Do not include slashes, dashes, or parentheses between words. Do not include acronyms.
7a	ACRONYM	Enter the Acronym.
10	RESPONSIBLE OFFICES	
10c	ADS MANAGER	Enter the functional OPR's name, office symbol, and phone number. Have functional OPR sign.
SECTION III	CONCURRENCES	
	CONCUR/NONCONCUR	Check "Concur" or "Nonconcur" as appropriate.
	POINT OF CONTACT	Type name, grade, organization, office symbol, and telephone number of the system's functional OPR or POC. Functional OPR/POC signs.
	STANDARD MANAGER	Leave blank.

OLIN A. HOWARD

Director of Communications and Information